

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF KINVER PARISH COUNCIL HELD AT 95 HIGH STREET, KINVER ON WEDNESDAY 21ST FEBRUARY 2024

Councillors: P Wooddisse (Chairman), I G Sadler (Vice Chairman), K Slade, D McGirr.

Also in attendance: Mrs M Fullwood and Mrs J Cree.

1. Apologies for Absence

Apologies of absence were received from Cllrs JK Hall (ex-officio) and Mrs C Allen.

2. Declarations of Interest

None were declared.

3. Minutes of the Meeting held on 29th November 2023

The minutes of the meeting held on the above date were approved and signed as a true record of that meeting.

4. To review the formally the accounts from 1st April 2023 to 31st January 2024 (figures attached) including Budget Comparison report.

The accounts for period ending 31st January 2024 and the relevant papers are set out as appendix 1 to these minutes. It was agreed to recommend to the Parish Council that these accounts are accepted.

5. Items referred from the Parish Council for funding

Youth Café £990.00 – It was agreed to Recommend to the Parish Council to give the grant of £990 and this to be funded from the Community Grants Budget Line.

Kinver Market signs £378.00 (inc VAT) – It was Recommend to the Parish Council to pay the sum of £398 is paid for the cost of new market signs, and taken from the Market Expenditure budget line.

6. Date of Next Meeting – Wednesday 24th April 2024 7.00pm

7. Items for future agendas by the 17th April 2024, Year End Accounts.

8. Recommendations to the Parish Council

It was proposed to recommend to the Parish Council that:-

- the accounts are accepted as appendix 1 to these minutes.
- a grant of £990 is given to the Youth Café from the Community Projects budget Line
- to pay the sum of £398 (inc VAT) is paid for the cost of new market signs, and taken from the Market Expenditure budget line.

Financial Summary - Cashbook

Summary of receipts and payments between 01/04/23 and 31/01/24 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

Ordinary Accounts

.BARCLAYS BANK	£807.27
.COOPERATIVE BANK C & I	£6,791.48
Bath Building Society	£16,810.79
Reserves West Bromwich	£34,741.01
Total	£59,150.55

RECEIPTS	Net	Vat	Gross
Council	£190,514.99	£0.00	£190,514.99
Total Receipts	£190,514.99	£0.00	£190,514.99
PAYMENTS	Net	Vat	Gross
Council	£151,674.83	£6,315.64	£157,990.47
Total Payments	£151,674.83	£6,315.64	£157,990.47

Closing Balances

Ordinary Accounts

.BARCLAYS BANK	£126.69
.COOPERATIVE BANK C & I	£28,283.39
Bath Building Society	£28,382.80
Reserves West Bromwich	£34,882.19
Total	£91,675.07

Signed

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Actual Net	Balance
INCOME				
Council				
13	INTEREST BATH BUILDING SOCIETY	£100.00	£572.01	£472.01
14	Barclays income	£1.00	£0.12	-£0.88
22	INTEREST WEST BROM ACCOUNT - CHARITY ACC	£4.00	£141.18	£137.18
30	Burial Fees - Co-Op bank account	£11,250.00	£8,040.00	-£3,210.00
31	Toilet Income - Co-Op bank account	£50.00	£94.00	£44.00
32	Donations - Co-Op bank Account	£0.00	£3,120.00	£3,120.00
33	Precept - Co-Op Bank Account	£162,134.00	£162,134.00	£0.00
34	Sundries - Co-Op Bank Account	£0.00	£1,359.10	£1,359.10
35	Police Office Rent - Co-Op Bank Account	£4,000.00	£3,000.00	-£1,000.00
37	Climate Change income	£0.00	£500.00	£500.00
38	EV Income	£2,500.00	£762.79	-£1,737.21
39	N Plan RESERVES FUND	£0.00	£7.00	£7.00
40	Kinver Market	£1,800.00	£2,490.00	£690.00
41	PWLB	£0.00	£0.00	£0.00
Total Council		£181,839.00	£182,220.20	£381.20
Total Income		£181,839.00	£182,220.20	£381.20
EXPENDITURE				
Council				
57	BARCLAYS BANK CHARGES	£96.00	£80.70	£15.30
58	EV Electricity used	£2,400.00	£586.31	£1,813.69
60	Kinver Market	£500.00	£2,345.73	-£1,845.73
61	Jubilee coronation celebrations	£2,000.00	£3,493.50	-£1,493.50
62	pwlb repayments	£0.00	£0.00	£0.00
63	Clock Shelter Exp.	£11,000.00	£0.00	£11,000.00
104	NEIGHBOURHOOD PLAN	£1,000.00	£779.39	£220.61
107	Climate Change	£1,000.00	£1,292.13	-£292.13
110	General Administration - Co-Op Bank Account	£16,525.00	£12,090.19	£4,434.81
111	Maintenance - Co-Op Bank Account	£15,500.00	£11,903.92	£3,596.08
112	Car Park Rental - Co-Op Bank Account	£1,500.00	£1,475.00	£25.00

Financial Budget Comparison

Comparison between 01/04/23 and 31/01/24 inclusive.

Excludes transactions with an invoice date prior to 01/04/23

		2023/2024	Actual Net	Balance
113	Christmas Illuminations - Co-Op Bank Account	£6,500.00	£7,824.64	-£1,324.64
114	Contingencies - Co-Op Bank Account	£839.00	£1,257.60	-£418.60
115	Vehicles - C0- Op Bank Account	£4,720.00	£6,283.35	-£1,563.35
116	Health and Safety - Co-Op Bank Account	£200.00	£0.00	£200.00
117	Grans Subs Co-Op Bank Account	£6,241.00	£2,585.42	£3,655.58
118	Election Expenses - Co-Op Bank Account	£0.00	£210.00	-£210.00
119	Wages/Salaries - Co-Op Bank Account	£106,318.00	£93,652.06	£12,665.94
120	Community Projects - Co-Op Bank Account	£4,000.00	£2,879.00	£1,121.00
121	Legal Fees - Co-Op Bank Account	£600.00	£0.00	£600.00
	Total Council	£180,939.00	£148,738.94	£32,200.06
	Total Expenditure	£180,939.00	£148,738.94	£32,200.06
	Total Income	£181,839.00	£182,220.20	£381.20
	Total Expenditure	£180,939.00	£148,738.94	£32,200.06
	Total Net Balance	£900.00	£33,481.26	

Financial Budget Comparison
 Comparison between 01/04/23 and 30/09/23 inclusive.

	2023/2024	Actual Net	Balance	Projected Income for the Year	Comments
INCOME					
13 INTEREST BATH BUILDING	£100.00	£572.01	£472.01	£572.00	Annual income received
14 Barclays income	£1.00	£0.12	-£0.88	£1.00	
22 INTEREST WEST BROM	£4.00	£141.18	£137.18	£142.00	Annual income received
30 Burial Fees - Co-Op bank account	£11,250.00	£8,040.00	-£3,210.00	£11,250.00	Locks removed so no further income to be received
31 Toilet Income - Co-Op bank	£50.00	£94.00	£44.00	£94.00	For Coronation Morris men and misc income
32 Donations - Co-Op bank Account	£0.00	£650.00	£650.00	£650.00	Fireheroes Grant for Visit Kinver
32a Visit Kinver Income	£0.00	£2,470.00	£2,470.00	£2,470.00	
33 Precept - Co-Op Bank Account	£162,134.00	£162,134.00	£0.00	£162,134.00	Repayment Screwfix & insurance claim inc
34 Sundries - Co-Op Bank Account	£0.00	£1,359.10	£1,359.10	£98.00	Payment due in March for £1000 Donation of £500
35 Police Office Rent - Co-Op Bank	£4,000.00	£3,000.00	-£1,000.00	£4,000.00	New electricity rates will reduce this income
37 Climate Change Income	£0.00	£500.00	£500.00	£500.00	Printing off of nplan referendum documents
38 EV Income	£2,500.00	£762.79	-£1,737.21	£865.00	
39 Nplan Income	£0.00	£7.00	£7.00	£7.00	
40 Kinver Market	£1,800.00	£2,490.00	£690.00	£3,750.00	
Total Income	£181,839.00	£182,220.20	£381.20	£186,533.00	

EXPENDITURE		2023/2024	Actual Net	Balance	Projected Exp. for the year	Comments
57	BARCLAYS BANK CHARGES	£96.00	£80.70	£15.30	£97.00	Monthly charge 2 more payments to make of £16
58	EV Electricity used	£2,400.00	£586.31	£1,813.69	£700.00	This will reduce inline with reduced electricity rates
60	Kinver Market	£500.00	£2,345.73	-£1,845.73	£2,800.00	£1147.50 available also from last year to spend plus income this year, 2 more markets exp to be paid from this budget line. Helpers £160 x 2 and advertising £70 x 2
61	Jubilee coronation celebrations	£2,000.00	£3,493.50	-£1,493.50	£3,494.00	Overpayment covered by Donations received and funding from the Market
62	Visit Kinver Website	£0.00	£0.00	£0.00	£2,470.00	Grant above in income
63	Clock Shelter Exp.	£11,000.00	£0.00	£11,000.00	£11,000.00	£11,000 transfer back to reserves, the budget has been reduced by a £1000 as this is the element for paying for the electricity which is an annual charge and now moved to 11/1/2
104	NEIGHBOURHOOD PLAN	£1,000.00	£779.39	£220.61	£780.00	£1516.95 available also from last year to spend
107	Climate Change General Administration - Co-Op	£1,000.00	£1,292.13	-£292.13	£1,293.00	£500 donation received also, Fibreheroes grant awaited £700 & £225
110/1	Telephone	£1,500.00	£1,144.93	£355.07	£1,540.00	1 further bill expected
110/2	Stationary	£2,500.00	£1,792.30	£707.70	£2,000.00	Reduced based on exp to date for the year.
110/3	General Insurance	£2,200.00	£2,410.09	-£210.09	£2,411.00	Paid in full for year

		2023/2024	Actual Net	Balance	Projected Exp. for the year	Comments
110/4	Rates	£2,300.00	£1,312.72	£987.28	£1,500.00	Water rates and Comber Ridge Rates
110/5	Office Electricity and Gas	£4,000.00	£2,240.86	£1,759.14	£3,000.00	This should reduce as electricity and gas rates have been lowered
110/6	Audit	£875.00	£1,145.00	-£270.00	£1,145.00	Both Audits paid
110/7	Chairmans Allowance	£500.00	£500.00	£0.00	£500.00	Paid in full
110/8	Staffing Training Expenses	£150.00	£0.00	£150.00	£0.00	No further exp expected.
110/9	Members Expenses	£500.00	£289.35	£210.65	£290.00	No further exp expected.
110/10	Computer Support Services	£2,000.00	£1,254.94	£745.06	£1,255.00	No further exp expected.
	110 Total	£16,525.00	£12,090.19	£4,434.81	£13,641.00	
	Maintenance - Co-Op Bank					
111/1	Maintenance Toilets	£2,500.00	£1,967.68	£532.32	£2,500.00	
111/2	Maintenance Misc.	£7,000.00	£5,692.24	£1,307.76	£7,000.00	Set sum for the year cuts start in Feb again exp to come: £200 / March £400, £400 other ground works
111/3	Grass Cutting	£4,000.00	£3,000.00	£1,000.00	£4,000.00	
111/4	Play Area	£2,000.00	£1,244.00	£756.00	£1,244.00	Annual Inspection Paid, along with repairs no further exp expected.
	111 Total	£15,500.00	£11,903.92	£3,596.08	£14,744.00	
112	Car Park Rental - Co-Op Bank	£1,500.00	£1,475.00	£25.00	£1,475.00	Paid in full
113	Christmas Illuminations - Co-Op	£6,500.00	£7,824.64	-£1,324.64	£7,825.00	£1870 for balance of road closure, from here budget increased by £2000 on last year
114	Contingencies - Co-Op Bank	£839.00	£1,257.60	-£418.60	£1,258.00	Benches bought from insurance claim Income received in full

	Vehicles										
115/1	Van Loan	£3,300.00	£2,420.43		£879.57	£4,744.00	All payments made				
115/2	Electricity	£400.00	£2,040.55		-£1,640.55	£2,500.00	Projected based on the new rates of electricity				
		2023/2024	Actual Net	Balance	Projected Exp for the year	Comments					
115/3	Insurance	£1,000.00	£1,291.10		-£291.10	£1,292.00	Paid in full				
115/4	Vehicle tax	£20.00	£0.00		£20.00	£0.00	£0 tax				
115/5	Van repairs and servicing	£0.00	£531.27		-£531.27	£532.00	Van service and tyres				
	115 Total	£4,720.00	£6,283.35		-£1,563.35	£9,068.00					
	116 Health and Safety - Co-Op Bank	£200.00	£0.00		£200.00	£0.00					
	Grans Subs Co-Op Bank Account										
117/1	Parish Councils Subs	£500.00	£156.00		£344.00	£156.00	No further exp expected.				
117/2	SPCA / LCR	£700.00	£742.97		-£42.97	£743.00	Paid in full				
117/3	Grants	£5,041.00	£1,686.45		£3,354.55	£1,687.00	No further exp expected.				
	117 Total	£6,241.00	£2,585.42		£3,655.58	£2,586.00					
	118 Election Expenses - Co-Op Bank	£0.00	£210.00		-£210.00	£210.00	Paid in full unless a bi-election is called				
	Wages/Salaries - Co-Op Bank										
119/1	Salaries	£72,100.00	£63,922.77		£8,177.23	£76,518.00	2 months payments to pay				
119/2	Employers NI	£6,300.00	£5,666.68		£633.32	£6,777.00	2 months payments to pay				
119/3	Employers Pension	£18,768.00	£15,695.61		£3,072.39	£18,794.00	2 months payments to pay				
119/4	Toilets	£1,150.00	£1,082.00		£68.00	£1,500.00	2 months payments to pay				
119/5	Contract work	£8,000.00	£7,285.00		£715.00	£8,000.00					
	119 Total	£106,318.00	£93,652.06		£12,665.94	£111,589.00	Over budget due to salary increase %				
	120 Community Projects - Co-Op Bank	£4,000.00	£2,879.00		£1,121.00	£3,870.00	£2015 road closure for Xmas and £432 Youth Café and additional £432 from youth café to come off the exp				
	121 Legal Fees - Co-Op Bank Account	£600.00	£0.00		£600.00	£0.00	No invoice received so £0 projected				
	Total Expenditure	£180,939.00	£148,738.94		£32,200.06	£188,900.00					

